K·STATE Research and Extension CRISIS MANAGEMENT PLANNING

Take one copy of this sheet with you when you attend any K-State Research and Extension or Extension-involved activity. Leave a second copy with your office staff and/or your board/body chair.

ON-SITE IN A CRISIS OR POTENTIAL CRISIS . . .

1. Call appropriate emergency personnel: **911** (Emergency); Cellular ***47** (Kansas Highway Patrol);
   Cellular ***582** (Kansas Turnpike Authority); or _____.
2. See to any injured persons—using appropriate **first aid**.
3. Get other participants to a **safe location**—to avoid further injuries.
4. Call your local **K-State Research and Extension office**, if it is open, and ask someone to make the remaining contacts.
   Local office number(s): _____ or
   Home number(s) _____.

AT THE COUNTY/DISTRICT OFFICE IN A CRISIS OR POTENTIAL CRISIS

1. Be prepared to **tell *K-State Research and Extension personnel*** as much information as possible—even information that has yet to be confirmed. (Campus office personnel can help confirm the facts.) Include this information:
   - number and extent of injuries.
   - names of injured.
   - location of responding hospital or emergency care center.
   - description and location of the incident.
   - total number of people involved (number of youth, number of adults).
2. Because local office phones may quickly become clogged with calls for information, identify an **alternate phone** (office next door or board/body chair's office), if at all possible: _____.
3. **Tell any news media** who call or show up:
   - to call campus Communications staff at 785-532-5851, for most complete information.
   - *or*, that no information is available yet but will be soon through the local K-State Research and Extension office.
4. **If the local K-State Research and Extension office is closed, *make sure* the following are notified *as soon as possible*.**
   Be prepared to pass along the information listed in #1. If you can, also include the local K-State Research and Extension office fax # _____, phone # _____, and/or alternate phone # _____.
   Call:
   - Local personnel at home and/or other offices that have people involved in the activity.
     Number(s): _____.
   - County Extension Board or District Governing Body Chair
     Name and number: _____;
     Or, designated backup: _____.
   - Area extension director or other administrative office. (*Don't just leave a message,* ***talk to a person!***)
     Name and number: _____;
     Cellphone number: _____.
     Backup #1, if administrator is not available: _____;
     Or, designated backup #2: _____.

AT THE AREA OFFICE IN A CRISIS OR POTENTIAL CRISIS

1. The area director or his/her backup will contact:
   - Associate Director for Extension and Applied Research—
     Daryl Buchholz, 785-532-5820 (office, with Susie Wilkinson, backup), 785-587-4913 (cell), or 785-539-5876 (home).

AT THE STATE OFFICE IN A CRISIS OR POTENTIAL CRISIS

1. The Associate Director for Extension and Applied Research or the Director, as his backup, will contact:
   (A) Department of Communications staff—
   Kris Boone, Department Head, 785-532-5804 (office), 785-539-6597 (home);
   Or, backup, **Elaine Edwards**, News Media Coordinator, 785-410-4822 (office), 785-477-2412 (cell), or 785-320-6308 (home).
   (B) Director of K-State Research and Extension—
   John Floros, 785-532-7137 (office); 814-441-7146 (cell);
   Or, backup Dorothy Doan 785-532-7137 (office, open 8-5, M–F).
   (C) Other appropriate state Assistant Directors—
   a. **Barbara Stone**, 4-H Youth Development, 785-532-5800 (office) or 785-410-0612 (cell);
   b. **Paula Peters**, Family and Consumer Sciences, 785-532-1562 (office) or 785-776-4583 (home);
   c. **Gregg Hadley,** Agriculture, Natural Resources and Community Development, 785-532-5838 (office), or 715-821-8209 (cell).
   d. **Jim Lindquist**, Field Operations, 785-532-3519 (office) or 785-537-2839 (home).
2. **Communications staff will write a statement for the media** as soon as possible and forward it by phone, fax, or email to the local K-State Research and Extension office or another designated location. At the same time, they will release the statement from Manhattan, using standard media distribution channels. After that, communications staff will provide updates in the same manner, as soon as additional information becomes available.

IN THE EVENT OF AN EMERGENCY OR CRISIS . . .

1. Have insurance information available for hospital or other emergency personnel.
2. Release children and their luggage, if available, only to parents or guardians listed on the "in case of emergency" contact form.
3. Get name of investigating officer(s) and appropriate contact information.

BEFORE YOU LEAVE FOR AN ACTIVITY OR EVENT . . .

1. Do you have the completed crisis form with you?
2. Do you have signed and completed health forms for all participants?
   Have you reviewed the health forms for any special conditions or other pertinent information?
3. Make sure you and your office have "in case of emergency" contact information for parents or guardians of all participants. Make sure parents or guardians understand that only those persons listed on the form will be allowed to pick up the children in case of an accident.
4. Have you sent in any required pre-trip forms to your insurance company?
5. Do you have all of the following:
   - cellphone?
   - first aid kit?
   - surgical gloves?
   - insurance information from your local office?

PACKING TO LEAVE FOR AN ACTIVITY OR EVENT . . .

1. Pack large suitcases securely under the bus or in another vehicle.
2. Make sure passengers know evacuation plans or appropriate emergency procedures.

POST-CRISIS RECOVERY . . .

1. Return any necessary post-trip insurance forms required by the insurance company (applies to noncrisis events as well).
2. Make sure the victims and their families understand exactly what happened.
3. Know where victim's belongings are and when and if they will be returned.
4. Schedule sessions to deal with talking about the event.
5. Take advantage of county and state resources for counseling, both for individuals and for the group—immediately. Families need to be told what to expect. Continued communication with the families is important.
6. Be prepared for insurance claim form questions.
7. Know when and where the event will be rescheduled if applicable.

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